

CHAPTER 16 - SEPARATION

16.1 GENERAL

The separation of an employee is a critical time for the work section. For this reason it is necessary that all steps be taken to provide for a smooth transition as well as to allow the separating employee a proper transition in his/her career. It is the responsibility of the supervisor to ensure a smooth exit for the departing employee, as well as the initiation of proper steps for a replacement.

16.2 OUTPROCESSING

When a person voluntarily separates as an employee at the Department of Emergency and Military Affairs, the following actions are to be taken:

1. A letter of resignation is to be forwarded to the Administrative Services Office at least 10 working days prior to the date of separation. Any employee in covered employment status who fails to provide a resignation letter and notice of 10 working days may be denied reinstatement rights per ADOA Personnel Rule R2-5-901-A. The resignation letter must include the termination date, reason for separation and, in the case of a transfer to another State agency, the name of that agency.
2. A resignation from a covered employee may be withdrawn only in writing by personal delivery to the agency head no later than the end of the next working day after the employee gives notice of resignation. If a withdrawal is not submitted by this time, the resignation will be final unless both the agency head and the employee agree that the resignation may be withdrawn. (See ADOA Personnel Rule R2-5-901-D)
3. The supervisor is responsible to collect any keys, badges, identification cards, State property, and to conduct any out-briefing procedures unique to the position being vacated.
4. If the employee desires to withdraw his/her contributions from the Arizona State Retirement System (ASRS) or the Public Safety Personnel Retirement System (PSPRS), he/she must call the ASRS refund section at (602) 240-2000 or the PSPRS refund section at (602) 255-5575. The respective office will mail the necessary refund election form to the employee's home address. The refund election form must be completed, notarized and returned to the DEMA Administrative Services Office to place final pay contributions on the form.

16.3 ADMINISTRATION

The Administrative Services Office will coordinate any transfers to other State agencies as well as any retirement or insurance activities as may be required.

DEMA DIRECTIVE 20.1

1 October 2007

Separations as a result of adverse actions must be closely coordinated through the Administrative Services Office. Current State statutes require that any employee who is involuntarily terminated must receive their final paycheck within three regular business days after their final workday.

When the recruitment of a new employee is desired to fill the vacancy, the Administrative Services Office is to be notified as soon as practical in accordance with the provisions of Chapter 4 of this directive.

An employee who voluntarily separates will be issued his/her last regular paycheck on the regular pay schedule. As a general rule, any balances of annual leave, holiday earned, comp time, and/or recognition leave will be paid no later than the pay cycle subsequent to the last regular check.

The departing employee must schedule an out-processing appointment with the Administrative Services Office prior to their last day with the agency. Departing employees whose normal work site is Camp Navajo or the 162nd FW must schedule an out-processing appointment with the appropriate liaison at those locations.